



AIM Assessment Pre-Label Collection via Direct Entry

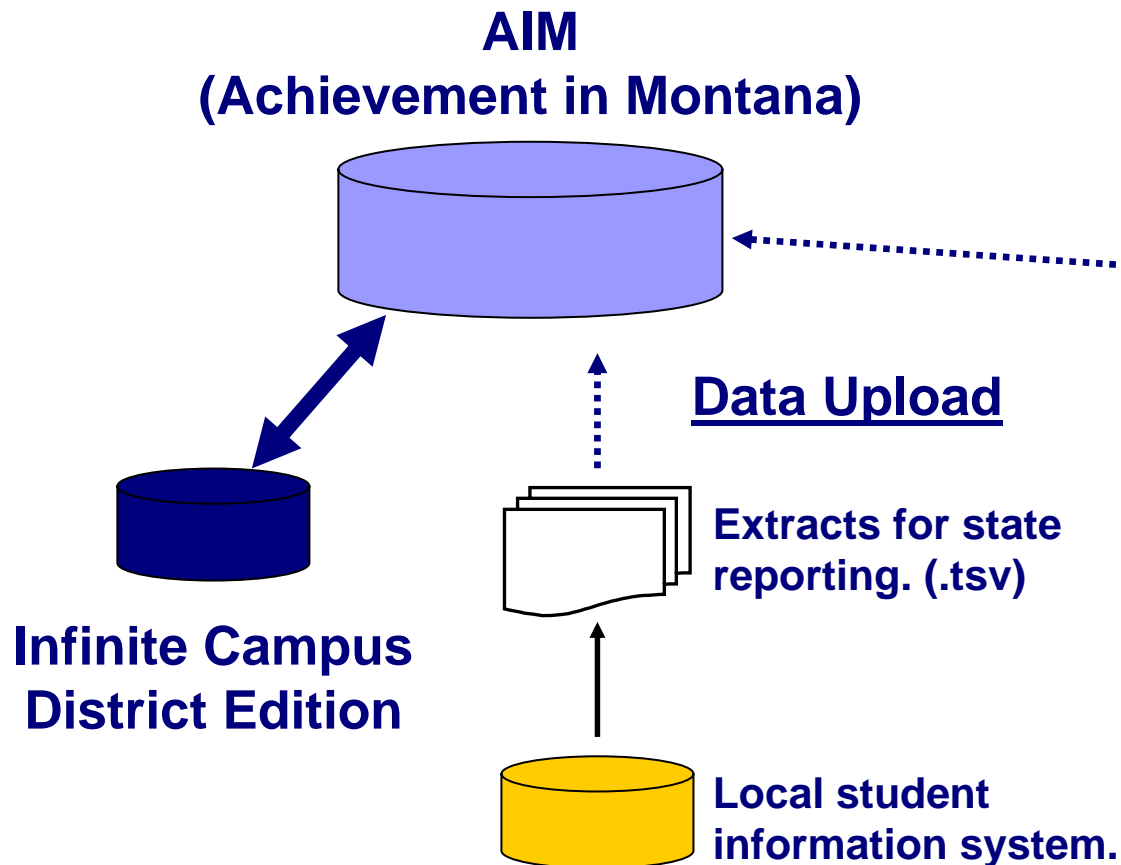
Agenda

1. Overview and purpose
2. AIM Navigation
3. Configure Calendars
4. Enroll Each Student
5. Who to call for help

Overview of Process

- The purpose of the December Collection is to enter student enrollment information.
- This information will be provided to Measured Progress to register students for the CRT statewide assessment and create labels for the test answer sheets.
- The collection will end January 5th.

Overview of Process



Direct Data Entry



Student ID

- If you have not entered demographic information for your students, you will need to do this before proceeding.
- Instructions can be found on the AIM website at www.opi.mt.gov/aim.html under the Training and Instructions tab

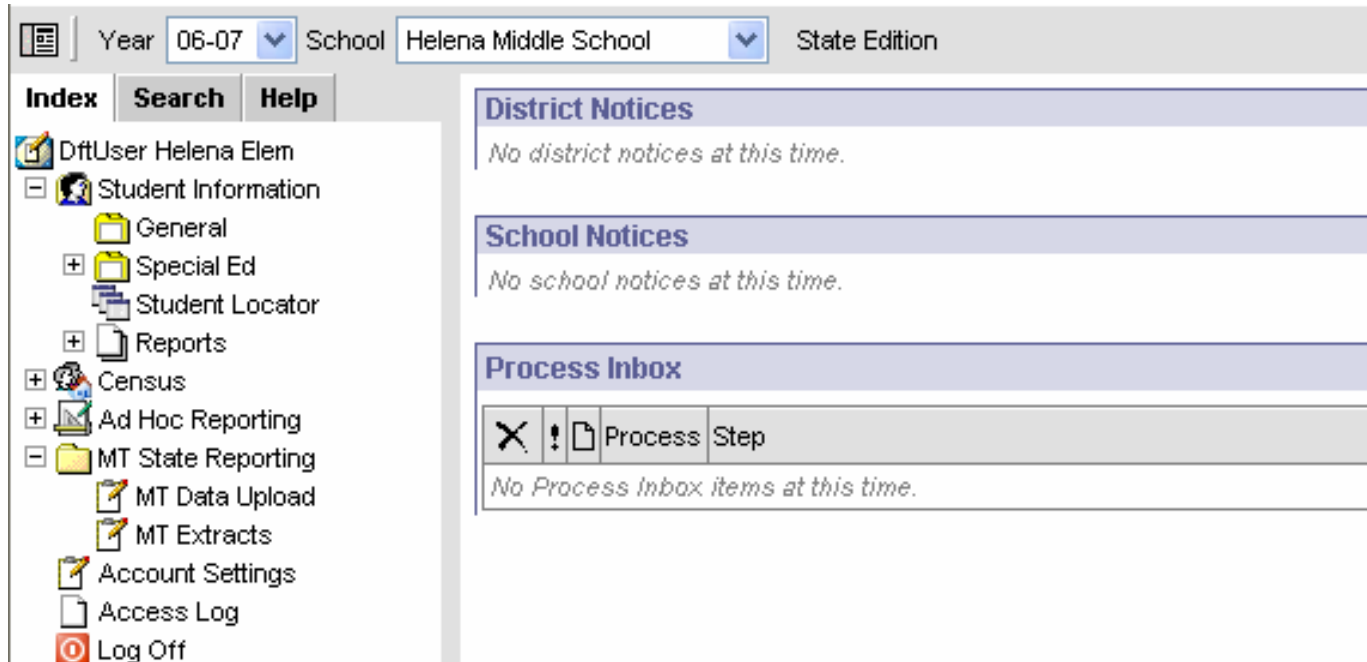
AIM Navigation

- AIM is organized in **School Years**, then **School Districts**, then **Schools**, then **Calendars**
- Students are **Enrolled** into **Calendars**

Year	06-07	District	Helena Elem (487)	School	All Schools	Calendar	All Calendars
				<div><div>All Schools</div><div>Broadwater School</div><div>Bryant School</div><div>C R Anderson Middle Schl</div><div>Central School</div><div>Four Georgians School</div><div>Hawthorne School</div><div>Helena Middle School</div><div>Jefferson School</div><div>Jim Darcy School</div><div>Kessler Elementary School</div><div>Rossiter School</div><div>Smith School</div><div>Staging School</div><div>Warren School</div></div>			

Campus Navigation

- Available index items are based on the permissions given to a user. If a School has only one **Calendar**, no Calendar list is displayed.



The screenshot displays the Infinite Campus web application interface. At the top, there are filters for Year (06-07), School (Helena Middle School), and State Edition. Below these are tabs for Index, Search, and Help. The Index tab is active, showing a tree view of navigation items. The main content area displays three sections: District Notices, School Notices, and Process Inbox, each with a message indicating no items are currently displayed.

Year: 06-07 School: Helena Middle School State Edition

Index Search Help

- DftUser Helena Elem
- Student Information
 - General
 - Special Ed
 - Student Locator
- Reports
- Census
- Ad Hoc Reporting
- MT State Reporting
 - MT Data Upload
 - MT Extracts
- Account Settings
- Access Log
- Log Off

District Notices
No district notices at this time.

School Notices
No school notices at this time.

Process Inbox

X	!	Process	Step
No Process Inbox items at this time.			

Connecting to AIM (OPI's IC State Edition)

- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password, sent by OPI on Sept 1st to the Authorized Representative
- If you are unable to locate your password, please call the AIM Project Manager at 444-1641.



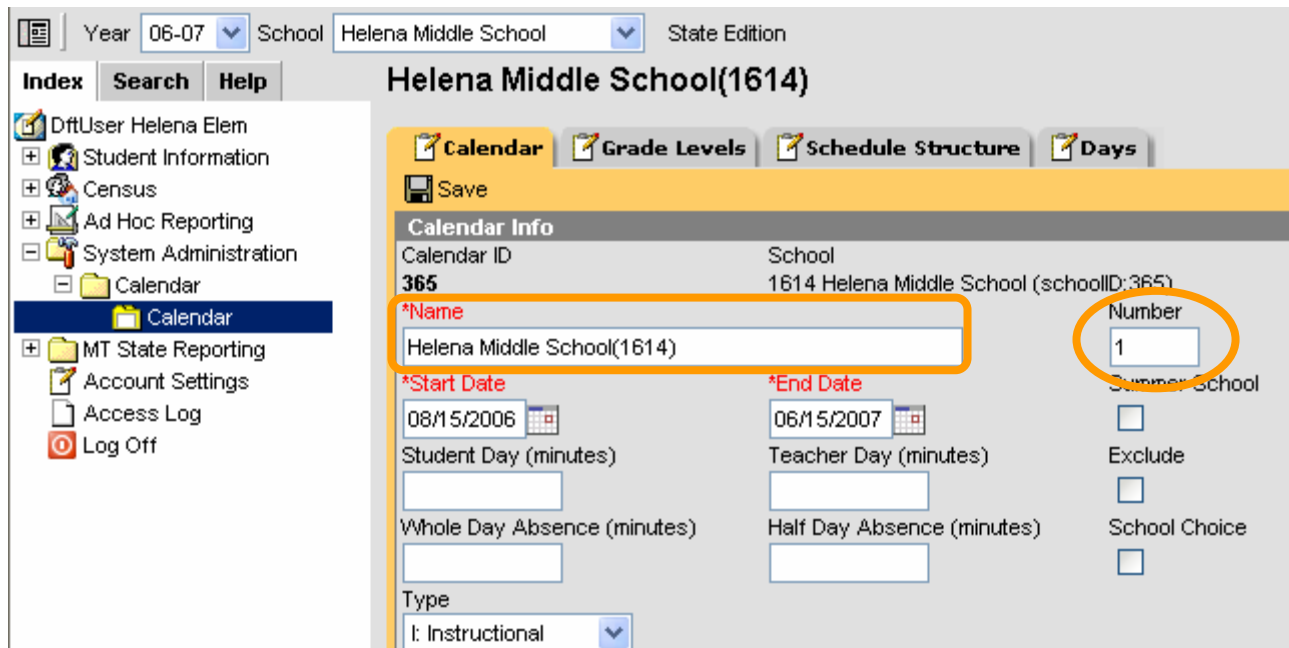
The screenshot shows a web-based login interface. At the top, there is the Infinite Campus logo and the text "State Edition" and "Version: 2007.1". Below this, the title "Montana AIM" is displayed. The login form consists of two input fields: "User Name:" and "Password:". Below these fields is an "OK" button.

Configure Calendars

- Each School has been provided with one default Calendar. You will need to configure this Calendar with the following information:
 - ☐ Verify Calendar name
 - ☐ Give the Calendar a number
 - ☐ Enter correct start and end dates

Configure Calendars

- With a School selected, navigate to System Administration > Calendar > Calendar
- The Calendar name should be in the format School Name(####).
- Give the Calendar a Number.



Year: 06-07 School: Helena Middle School State Edition

Index Search Help

Calendar Helena Middle School(1614)

Calendar Info

Calendar ID: 365 School: 1614 Helena Middle School (schoolID:365)

*Name: Helena Middle School(1614) Number: 1

*Start Date: 08/15/2006 *End Date: 06/15/2007

Student Day (minutes): Teacher Day (minutes):

Whole Day Absence (minutes): Half Day Absence (minutes):

Type: I: Instructional

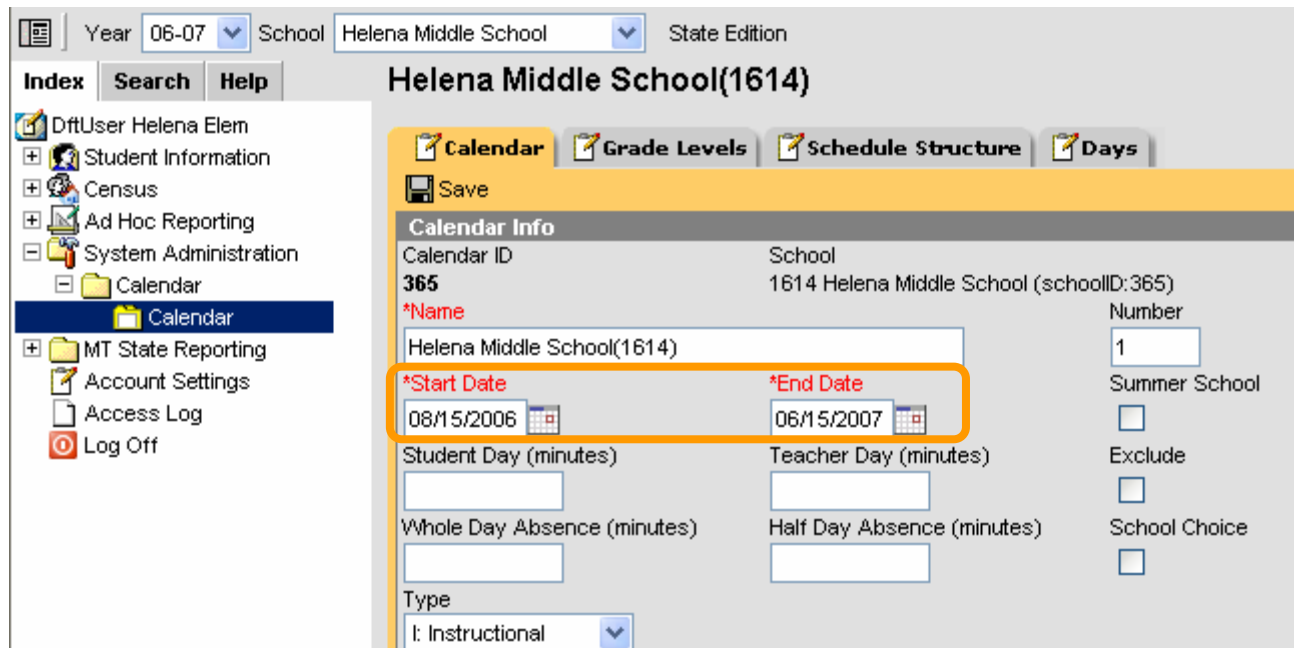
Summer School: ☐

Exclude: ☐

School Choice: ☐

Configure Calendars

- Enter correct Start Date and End Date.
(The dates entered here should include days for administration and teacher in-service)
- Repeat for each school in the district



The screenshot shows the Infinite Campus web interface for configuring a calendar. The top navigation bar includes "Year" (06-07), "School" (Helena Middle School), and "State Edition". The left sidebar contains a tree view with "Calendar" selected. The main content area is titled "Helena Middle School(1614)" and has tabs for "Calendar", "Grade Levels", "Schedule Structure", and "Days". A "Save" button is visible. The "Calendar Info" section contains the following fields:

Calendar ID	School	Number
365	1614 Helena Middle School (schoolID:365)	1

*Name: Helena Middle School(1614)

*Start Date: 08/15/2006 *End Date: 06/15/2007

Student Day (minutes): [] Teacher Day (minutes): []

Whole Day Absence (minutes): [] Half Day Absence (minutes): []

Type: Instructional

Exclude: ☐ School Choice: ☐

Enroll Each Student

- Under Student Information, select the Student Locator to Search for each student
- Make sure correct School is selected from the drop-down list

Year: 06-07 School: Redwater 7-8 State Edition

Index Search Help

DrftUser Circle Elem

Student Information

- General
- Special Ed
- Student Locator
- Reports

Census

People

Ad Hoc Reporting

- Filter Designer
- Report Designer
- Report Builder
- Data Export
- Cube Designer

System Administration

- Calendar
- MT State Reporting
- MT Data Upload

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student

Last Name* Bennet

First Name* Jane

Gender* F

Birth Date

Middle Name

SSN #

State ID

Search-->

Name	State ID	Gender	Birth Date	%
Bennet, Jane Eileen	913765127	F	06/07/1993	100
BENNETT, JAYME K	736301500	F	07/31/1992	33
Bennett, Jaymee	338999400	F	05/15/1995	33

Enroll Each Student

- Enter Student's Last Name, First Name and Gender. Click the Search button.
- If the student has been enrolled anywhere in the state, their information will be listed, including the student's State ID and Birth Date

Year: 06-07 School: Redwater 7-8 State Edition

Index Search Help

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student

Last Name* Bennet

First Name* Jane

Gender* F

Birth Date

Middle Name

SSN #

State ID

Search-->

Name	State ID	Gender	Birth Date	%
Bennet, Jane Eileen	913765127	F	06/07/1993	100
BENNETT, JAYME K	736301500	F	07/31/1992	33
Bennett, Jaymee	338999400	F	05/15/1995	33

Enroll Each Student

- Click on the matching student, and if they are enrolled in your district, you will be taken to their Summary Tab
- Click on the Enrollments tab to see enrollment information

Year: 06-07 School: Redwater 7-8 State Edition

Index Search Help

DrUser Circle Elem

- Student Information
 - General
 - Special Ed
 - Student Locator
 - Reports
- Census
- People
- Ad Hoc Reporting
 - Filter Designer
 - Report Designer
 - Report Builder
 - Data Export
 - Cube Designer

Bennet, Jane E
 Grade: 08 #913765127 DOB: 06/07/1993 Gender: F

Summary **Enrollments** Programs Assessment Behavior

Print Enrollment History New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Circle Elem Redwater 7-8(1800)	08/15/2006	

Start Status: 1 Original entry into a school
 End Status:

Enroll Each Student

- If the enrollment is in the correct school, click on the enrollment line and verify the information: Grade, Start Date, Start Status, Service Type, and (if applicable) End Date, End Status and Dropout Code. Then **Save**.



Bennet, Jane E
 Grade: 08 #913765127 DOB: 06/07/1993 Gender: F

Summary | **Enrollments** | Programs | Assessment | Behavior

Save | Discs | Print Enrollment History | New

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Circle Elem Redwater 7-8(1800)	08/15/2006	

General Enrollment Information

*Calendar: Redwater 7-8(1800)	*Schedule: Main	*Grade: 08	Class Rank Exclude: <input type="checkbox"/>
*Start Date: 08/15/2006	No Show: <input type="checkbox"/>	End Action: [Dropdown]	*Service Type: P: Primary
*Start Status: 1: Original entry into a school	End Date: [Text Box]	End Status: [Text Box]	
Start Comments: [Text Box]		End Comments: [Text Box]	

Enroll Each Student

- If the matching student is enrolled in your district, but is enrolled in a “Staging School” or “Staging Calendar”, this is a temporary enrollment that must be replaced.
- Click on the **New** icon to bring up a new enrollment record

Bingley, Charles S
Grade: **UG** #296757394 DOB: 09/22/1992 Gender: **M**

[Summary](#) [Enrollments](#) [Programs](#) [Assessment](#) [Behavior](#)

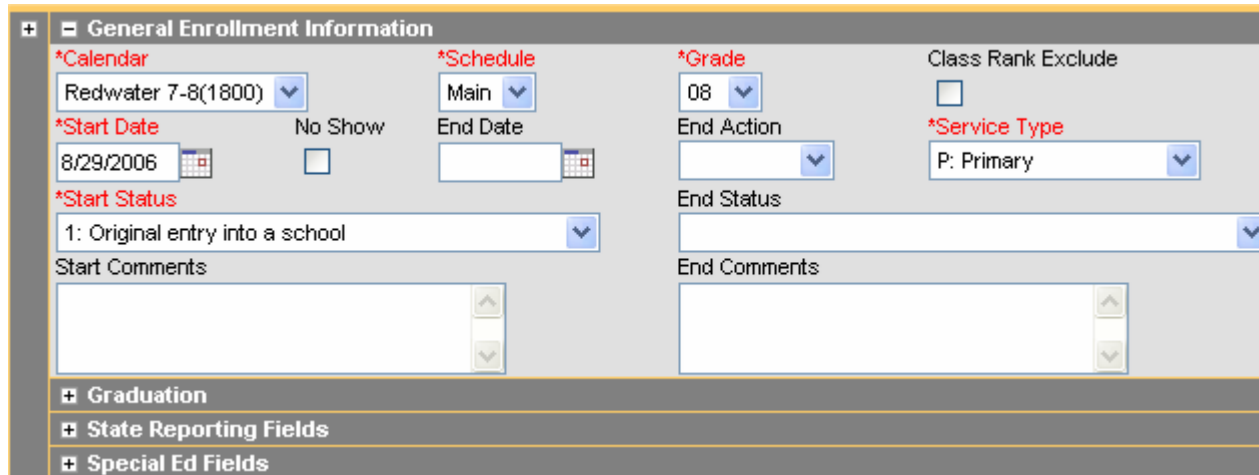
[Print Enrollment History](#) [New](#)

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	UG	P	Circle Elem Staging Calendar	08/23/2006	
<i>Start Status: 1 Original entry into a school</i>					
<i>End Status:</i>					

Enroll Each Student

- Enter correct information for Schedule (“Main”), Grade, Start Date, Start Status, Service Type, and (if applicable) End Date, End Status and Dropout Code. Then **Save**.
- There is no need to attempt to delete the “staging” record. It will be deleted during system clean-up.



The screenshot shows the 'General Enrollment Information' form. It contains several fields for student enrollment data:

- *Calendar:** Redwater 7-8(1800) (dropdown)
- *Schedule:** Main (dropdown)
- *Grade:** 08 (dropdown)
- Class Rank Exclude:** ☐
- *Start Date:** 8/29/2006 (calendar icon), No Show: ☐
- End Date:** (calendar icon)
- End Action:** (dropdown)
- *Service Type:** P: Primary (dropdown)
- *Start Status:** 1: Original entry into a school (dropdown)
- End Status:** (dropdown)
- Start Comments:** (text area)
- End Comments:** (text area)

Below the main form are three expandable sections:

- + Graduation
- + State Reporting Fields
- + Special Ed Fields

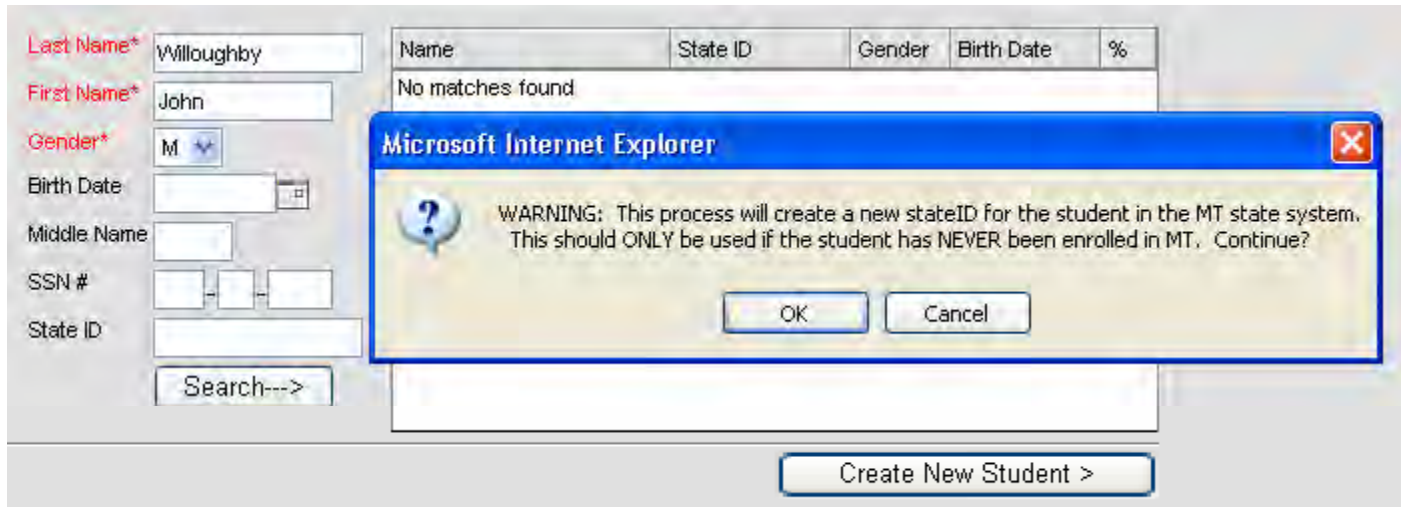
Enroll Each Student

- If the matching student is enrolled in another district within the state, you will be taken immediately to a new enrollment record
- Make sure you have the correct School selected
- Verify the student's demographic information.
- Enter enrollment information for the student, then **Save**

Identity Info			
*Last Name	*First Name	Middle Name	Suffix
Darcy	Georgiana	E	
*Gender	Birth Date	Soc Sec Number	
Female	12/26/1992		
Race Ethnicity			
05: White			
Birth Country			
Date Entered US			
Birth Verification			
Nickname			
Comments			
Enrollment Detail			
*Calendar	*Schedule	*Grade	Class F
Redwater 7-8(1800)			
*Start Date	No Show	End Date	End Action
*Start Status			*Service
1: Original entry into a school			P: Print
Start Comments			End Comments

Enroll Each Student

- If you do not find a match for your student, **double check** the information you have entered. The Student Locator uses “sounds like” criteria for finding matches.
- After trying variations of the student’s name, if there is still no match, click the Create a New Student button. (You will be shown a warning.)



The screenshot shows the Student Locator interface. On the left, there are input fields for Last Name* (Willoughby), First Name* (John), Gender* (M), Birth Date, Middle Name, SSN #, and State ID. A Search button is at the bottom of this section. On the right, there is a table with columns: Name, State ID, Gender, Birth Date, and %. The table contains the text "No matches found". Overlaid on the interface is a Microsoft Internet Explorer warning dialog box. The dialog box has a blue title bar and a yellow background. It contains a question mark icon and the following text: "WARNING: This process will create a new stateID for the student in the MT state system. This should ONLY be used if the student has NEVER been enrolled in MT. Continue?". There are OK and Cancel buttons at the bottom of the dialog box. Below the dialog box, there is a large empty text area and a "Create New Student >" button.

Name	State ID	Gender	Birth Date	%
No matches found				

Microsoft Internet Explorer

WARNING: This process will create a new stateID for the student in the MT state system. This should ONLY be used if the student has NEVER been enrolled in MT. Continue?

OK Cancel

Create New Student >

Enroll Each Student

- Enter identity and enrollment information for the student, then **Save**.
- The State ID number is assigned when the record is saved.

Identity Info			
*Last Name	*First Name	Middle Name	Suffix
Willoughby	John		
*Gender	Birth Date	Soc Sec Number	
Male			
Race Ethnicity			
05: White			
Birth Country			
Date Entered US			
Birth Verification			
Nickname			
Comments			

Enrollment Detail			
*Calendar	*Schedule	*Grade	Class Rank E
Redwater 7-8(1800)			
*Start Date	No Show	End Date	End Action
	<input type="checkbox"/>		
*Start Status	End Status		*Service Typ
1: Original entry into a school			P: Primary
Start Comments	End Comments		

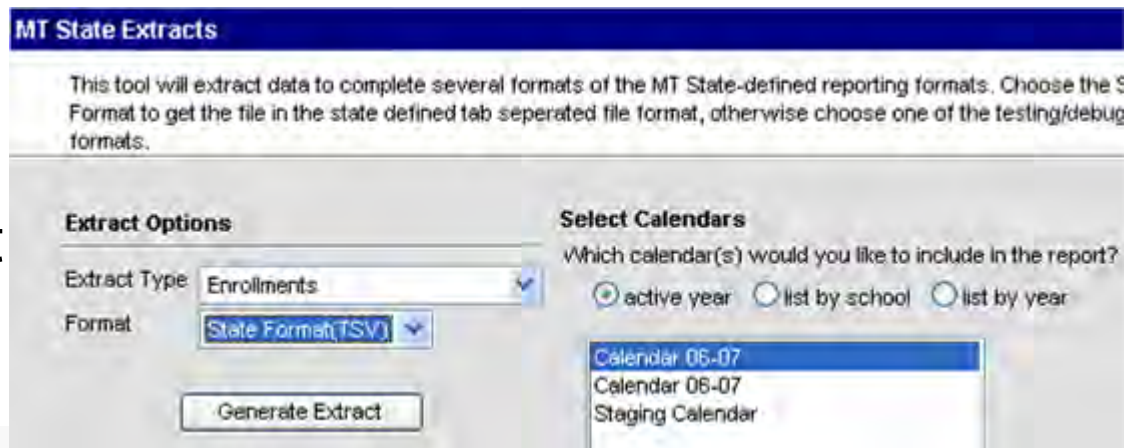
Extract Data

- If you would like an electronic copy of your Enrollment information you can create an extract of this information.
 - Select the correct school from the drop-down list, then navigate to MT State Reporting > MT Extracts



Extract Data

- For Extract Type, select Enrollments.
For Format, select State Format (TSV)
- All Calendars in the District will be displayed. Select Calendar(s) and click the Generate Extract button.
- Save your file to a location and name of your choice.
- If you do not have a local SIS, you can use Excel to open the file you just extracted.
- If you have a local SIS, you may import the data into your system.



MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debug formats.

Extract Options

Extract Type:

Format:

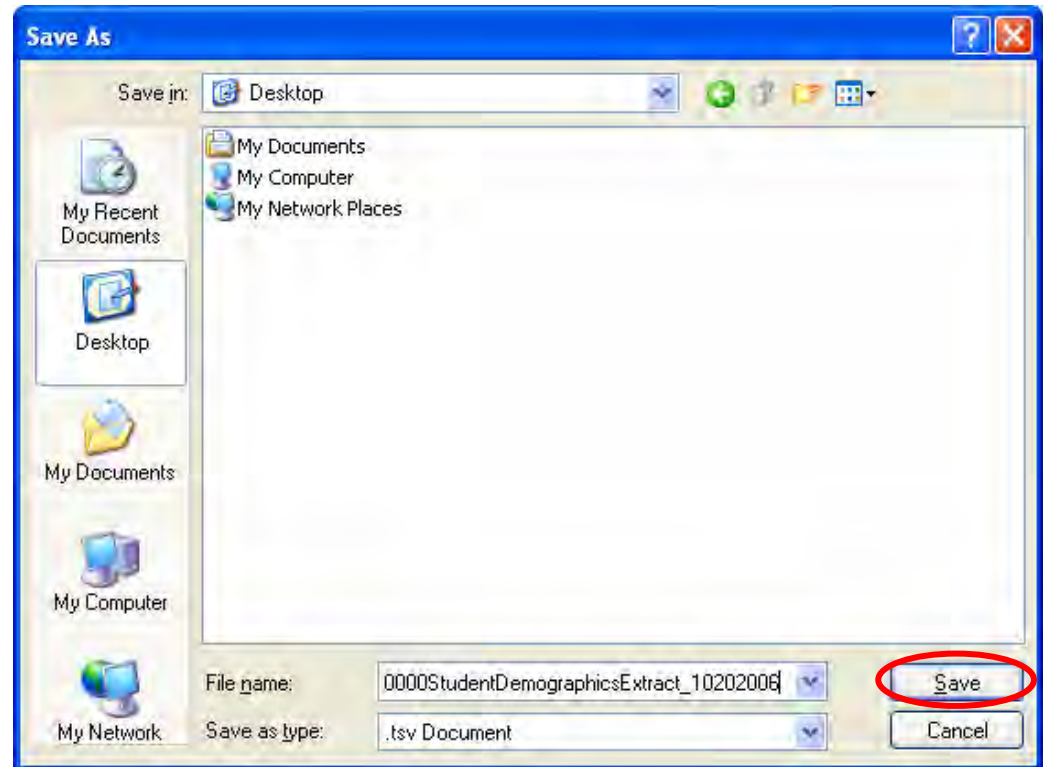
Select Calendars

Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

Save the File

- Click on save
- Save the file to a location and name of your choice.
 - If you have multiple legal entities, use the following naming standard:
 - xxxStudentEnrollExtract
mmddyyyy.tsv
 - xxx=legal entity number
 - mm=two digit month
 - dd=two digit day
 - yyyy=four digit year
- Repeat the process by logging off and back in for each of your legal entity system accounts



Who to Call for Help

- Login and Password Information
 - OPI Help Desk – 444-3448
 - OPI Project Manager – 444-1641
- Questions on data elements
 - OPI – Student Records Manager – 444-3495
 - OPI – Data Resource Manager – 444-3494
- Technical questions
 - Infinite Campus Help Desk 1-888-461-2004
- Other questions
 - OPI – Project Manager – 444-1641